

Prepare Returns for Transmittal to TAX

Process

[TRANSMIT LOCAL FILED RETURNS TO TAX](#)

Effective Date

01/01/2017

Purpose

This task is performed to ensure that bundles of work to be transmitted to TAX are accurately identified. The Commissioner of Revenue's Office Locality Representative performs this task when a specific group of returns has been screened and are ready to be transmitted to TAX for processing.

Special Notes

- Bundles of returns sorted by Category and Form Type by the Locality Representative who is responsible for transmitting returns to TAX.
- Farmer, Fisherman, and Merchant Seaman returns must be bundled separately to ensure they receive special handling at TAX. Bundles of items screened for **Category 7** (Direct File). These are not sorted by tax type or tax year.

Please refer to TASK: [Open and Sort Mail](#)

Procedure

Responsibility

Commissioner of Revenue's Office Locality Representative

Steps

1. Receive the bundles of screened returns from designated personnel.
2. Retrieve the **Farmer, Fisherman, and Merchant Seaman** bundles.
 - A. Verify that these are Farmer, Fisherman, and Merchant Seaman returns.
 - B. Ensure that the appropriate LAP-Sort 1 is secured to each group of returns.
 - C. Attach a note indicating "Farmer, Fisherman or Merchant Seaman" to the bundle.
 - D. Place the bundles aside in the designated area for transmittal to TAX.
3. Retrieve the bundle of **Direct File** work.

NOTE: These returns should have a LAP-Sort 2 form secured to the front/top of the bundle.

 - A. If a LAP-Sort 2 is not attached to the bundle, obtain a Form LAP-Sort 2.
Please refer to Form: [LAP-Sort 2](#)
 - B. Secure the LAP-Sort 2 to each bundle of Direct File work.
 - C. Place the bundle aside in the designated area for transmittal to TAX.
4. Retrieve the bundles of work.

- A. Obtain the appropriate number of LAP-Sort 1 forms.
Please refer to Form: [LAP-Sort 1](#)
- B. Retrieve the first bundle and complete Form LAP-Sort 1 as follows:
 - 1. Circle either TIMELY or LATE, as appropriate.
 - 2. Circle the appropriate "Form Type."
 - 3. Circle the "Bottom Line Type" which correspond to the work in the bundle.
- C. Secure the Form LAP-Sort 1 to the top of the bundle.
- D. Place the completed bundle in the designated area for transmittal to TAX.
- E. Continue identifying bundles of non-keyed returns with a completed Form LAP-Sort 1 until all bundles are identified.

Published Date

01/12/2017